

Navy Funded Emergency Leave Travel Rebooking Request

From: _____
Rank/Rate Full Name
To: Commanding Officer, Personnel Support Activity, Jacksonville
(ATTN: NAVPTO)

Subj: NAVY FUNDED EMERGENCY LEAVE TRAVEL REBOOKING REQUEST

1. I understand I am personally responsible for obtaining a return reservation to my OUTCONUS duty station, if not provided prior to departure on emergency leave.

2. Request I be provided a port call to _____
at _____.

(Duty Station) (Geographical Location)
to depart the Continental United States Aerial Port of
Embarkation not later than _____

(Date) Enclosed is a complete set of my orders. I understand that the port call is the same as a modification of my basic orders and I must comply with same. I will immediately advise you by telephone or telegram if there is any change to the above requested travel date. The correct address for the forwarding of my port call is:

Address: _____

Phone: _____

(Signature)

Note: 1. Forward this form to arrive at NAVPTO at least 12 days prior to desired date of travel. NAVPTO will provide you with a port call by telephone at your leave address.

2. If you have not received a port call 3 days prior to your leave expiration, you may:

- (a) Call NAVPTO Jacksonville (904) 542-3555 at your expense,
- (b) Report to the nearest military installation.